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11 February 1966

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MEMORANDUM FOR: Mr. Ronald S. Kain
Director
International Surveys Staff
Department of Health, Education, and
Welfare

SUBJECT: Revision of Procedures Governing State
Department Support of NIS Production

The Department of State has completed revision of the memorandum of 29 November 1961 which has heretofore guided State Department support of the NIS Program. In so doing, it has coordinated closely with OBI/CIA. The new memorandum is attached; it updates, corrects, and otherwise amends the 1961 memo, has been approved by the Department, and is now in effect.

The revised procedures impose no real burdens on any agency concerned with the NIS Program. The few changes affecting your Office are to be found primarily in Part I, which deals with security considerations. They are designed to protect your analysts' access to our sources of information by improving the security procedures. The major innovation is the requirement that State's NIS Coordinator be furnished, at the beginning of each fiscal year, via established security channels, with an up-to-date list of security-cleared NIS Production personnel. Similar notification is required when persons lose NIS security clearance. Adopted in the interests of good security practices and following consultations with officials in State's Library and Office of Security (SY), this and other changes will permit the Coordinator's Office to bring its files up-to-date, to destroy security data going back to 1961, and thus to deal more confidently with requests for assistance.

The imposing of this requirement on "non-USIB (United States Intelligence Board) agencies" and not on members of USIB like CIA and DIA rests on a very practical consideration. A great many of the CIA and DIA personnel engaged in NIS Production already maintain close and continuing relationships with officers of this Department on other intelligence matters and therefore are registered for security on other lists. The distinction is in no sense discriminatory, but simply designed to save excess bureaucratic paper work.

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-2-

I would appreciate your submitting a list of security-cleared NIS Production personnel as soon as possible, so that implementation of the provision will not wait until next July. For on-board personnel engaged in NIS Production, names and clearance levels will suffice. The additional information specified need be forwarded only as employees "new" to the NIS Program arrive on the scene. Please include with your list a statement revoking the clearance obtained for any person who is no longer entitled to it. This will greatly facilitate destruction of obsolete files and prevent questions from arising over whether persons whose names do not appear on your current list still possess some claim to an NIS-granted security clearance.

Albert H. Haynes
NIS Coordinator
Department of State

Attachment

As stated

This memorandum was sent to the following:

Miss Julia Hyman, Department of Labor

Miss Lois Bacon, Department of Agriculture
Mr. Kerin K. Key (Department of Commerce)
Mr. Earl C. Thibodeaux, Department of Commerce
Mr. Paul Myers, Bureau of Census
Mr. Virgil Brarr, Department of the Interior

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